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OFFICE OF CURRENT INTELLIGENCE, CIA, REGULATION

OCI CAREER SERVICE BOARD

19 June 1952

A. POLICY

CIA requires that each Office establish a Career Service Board to perform certain functions for that Office under the CIA Career Service Program. OCI policy provides that fullest use be made of the career facilities of the Agency as they particularly apply to the specific needs of OCI or as they afford an opportunity for the professional improvement of individuals in OCI.

B. RESPONSIBILITIES WITHIN OCI

The OCI Career Service Board is hereby established and shall consist of the following members;

- Chairman - Assistant Director (ex officio)
- Member - Chairman, Publications Board
- Member - Chief, Policy & Liaison Staff
- Member - Chief, Intelligence Staff
- Secretary - Non-voting - OCI Personnel Officer - Serves as Secretariat in performing staff support for the Board.

In the justified absence of one or more of the specified members his Deputy should attend. Should a vacancy exist in any of the designated positions, the Assistant Director will designate a temporary member of the Board for the period of such vacancy. Meetings are held regularly on the last Monday of each month but may be cancelled or postponed by the Chairman. Additional meetings may be held on the Chairman's call. Three members will constitute a quorum.

- C. The mission of the OCI Career Service Board is to serve the Assistant Director, Current Intelligence, in all matters concerning the Agency Career Service. The Board is responsible to the Assistant Director for the operation of the Career Service Program within OCI in accordance with policy established by the CIA Career Service Board. It is responsible for collaboration with other Office Boards on inter-Office career service

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problems. It is the final authority in recommending to the Assistant Director all matters concerning rotation, training, advancement and assignment of individuals in OCI. It is primarily concerned with the implementation of policy and with the review of detailed recommendations concerned with the careers of OCI individuals.

D. FUNCTIONS

The OCI Career Service Board shall:

1. Serve as advisor to the Assistant Director on all matters pertaining to the Career Service Program.
2. Direct within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Sponsoring, developing and executing the Career Service Program of OCI, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
 - c. Recommending cancellation or continuance of career development actions.
 - d. Participating in the development and execution of approved extra-Office rotation systems.
 - e. Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.
 - f. Ensuring that the rotation appointees detailed by OCI to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by OCI are productive and their assignments commensurate with the purpose of the appointments.

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- g. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
- h. Reviewing continuously the personnel intake of OCI, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.
4. Reviewing Personnel Evaluation Reports and proposed development training.
5. Review and recommend advancement and promotion plans for individuals; including, but not limited to:
 - a. Special training courses within OCI.
 - b. Nominees for courses outside OCI.
 - c. Planned progression within OCI for the career development of key individuals.
 - d. Long-range planning to include rotation and training assignments outside OCI.
 - e. Reassignment and advancement involving more than one Division or Staff.
 - f. All OCI promotions into grade GS-12 and above.

/s/ Kingman Douglass

KINGMAN DOUGLASS
Assistant Director,
Current Intelligence

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